

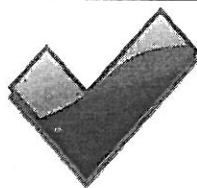
# Data Protection Policy

## Things to remember

the fostering network  
the voice of foster care



### DO



Choose passwords that are not easy to guess

Save any electronic documents produced at home to a work PC as soon as possible

Use encryption, access permissions and other features to restrict access to personal information

Lock your computer if you are leaving your desk for more than 5 minutes

Comply with the clean desk policy

Delete personal data as soon as it is no longer required

Use a locked briefcase to store paper documents, memory sticks, CDs etc

Ensure that your deleted items are actually deleted by regularly emptying your deleted items folder in Outlook and your recycle bin on the desktop

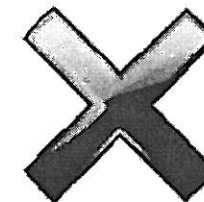
Destroy hard copy personal information by using shredders and the red confidential waste bags

Save files to the network and not the hard drive whenever possible

Lock sensitive information away when left unattended

Speak to your manager if you are not sure.

### DON'T



Give or sell personal information to any third parties\*

Use a personal e-mail account for work purposes

Share passwords, write them down or let people watch you enter them

Assume that e-mail is a private or secure form of communication

Allow an unauthorized person to see personal information on your computer screen

Install any unapproved software on your PC

Email sensitive information unless it is encrypted. Speak to Appichar for advice

Give information to individuals unless you are sure they are who they say they are

Click on links in unsolicited emails

Reply to chain emails

Leave your laptop unattended

Let an unauthorized person use your laptop or PC.

\*mailing houses, database suppliers etc do not count as third parties as they are our 'data processors'